**Elementary Principals**

**Monthly Team Meeting**

**December 9, 2013**

**4:00 p.m.**

**Administration Building—Room 14**

**Guiding Question:** How do we become a Professional Learning Community (PLC) as we meet the five district goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Be a professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core State Standards in English Language Arts and mathematics across the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Increase knowledge about ***Universal Design for Learning (UDL)***
* Share insights re. ***Data Inventory***
* Review expectations for ***CCSS community meetings***/***resources on wiki and in Live Binder***
* Understand plan to update ***Kindergarten Round-up***

**Roles for this meeting:**

* **Facilitator/Time Keeper** – Heather/Karen
* **Agenda Setter**/**Note taker** - Heather
* **Reading** (Video: Variability Matters) Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **4:00-4:15** | Entrance Ticket: Who participated in creating your data inventory? Karen  What are some things learned in the process?  Protocol: ***Pair/Share*** |
| **4:15-4:20** | Review and revise ***AGENDA***  Heather  Identify principal topics not on the ***AGENDA***  Review collective commitments |
| **4:20-4:30** | ***Universal Design for Learning***  Karen    Variability Matters:  <http://www.youtube.com/watch?v=8WClnVjCEVM&list=PL965907BC435F8505&index=1>  Observe: What did you hear? SHARE |
| **4:15-4:30** | [A Data Picture of Our School](http://files.solution-tree.com/pdfs/Reproducibles_LBD2nd/adatapictureofourschool.pdf) Heather  ***Why create a Data Picture of Our School?***  ***Determine the Big Reasons for creating a Data Picture.***    Protocol: ***Affinity Protocol*** |
| **4:30-4:45** | **Common Core State Standards Community Meetings**  Karen  Where are the resources on Live Binder and wiki? Alanna    **Tight Loose**  Held **before** Spring Break Date of meeting  Finalized written agenda to ERD by 3-1 Format of meeting  Bring draft agenda to 3-10 meeting/Final Word  Hold a dress rehearsal with team by March 15  (or at least 4 days before actual meeting)  Major shifts in ELA (3 types of writing; shift to  Informational text)  8 mathematical practices  Examples of ELA and math student work  SBAC samples  Think ahead about questions you might be  asked/practice the answers  ***We will brainstorm ideas at our January meeting.*** |
| **4:45-5:00** | **Plans to form a district committee to review and up-date** Carol  **kindergarten round-up. Develop protocols to screen and** Trent Atkins  **provide early intervention for incoming kindergarteners.**    *Lessons from Pk-20* |
| **5:00-5:20** | *Questions/topics not on the AGENDA*  Heather   * John Combs….   * Karen: ***My Student in Need*** [***http://www.mystudentinneed.org***](http://www.mystudentinneed.org) |
| **5:20-5:30** | Plus/Delta Heather   * What went well? What might we do differently? * How did we do with following our norms? |

***Elementary Principal Collective Commitments***

* We will keep student achievement at the forefront of all discussions and maintain our focus on the four guiding questions.
* We will listen with intent to understand.
* We will communicate in a positive, caring and respectful manner.
* We will act with integrity and honesty.
* We will give each team member the chance to share without interruption.
* We will focus on the agenda and stay on topic.
* We will begin and end on time.

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